



**Development
Services Agency**

John R. Kasich, Governor

David Goodman, Director

December 16, 2014

Nelson W. Burns, President/CEO
COLEMAN PROFESSIONAL SERVICES, INC.
5982 Rhodes Road
Kent, OH 44240-

RE: S-L-13-7GJ-1

Dear Mr. Burns:

This letter is written to remind COLEMAN PROFESSIONAL SERV that the project completion date for the above referenced grant is on or about December 30, 2014.

If COLEMAN PROFESSIONAL SERV is unable to complete the project(s) funded by the above referenced grant by the work completion deadline specified in the award recipient's grant agreement with the state, COLEMAN PROFESSIONAL SERV may submit an extension to the Office of Community Development (OCD). The extension request, signed by the grantee's chief executive officer, must be received by OCD within seven days of the work completion deadline and clearly and convincingly indicate the reason additional time is needed to complete the project(s). Extension requests will be considered on a case-by-case basis. The balance, at the time of this letter, of the above referenced grant is \$ 50,000.00.

Grantees may not violate any terms of the grant agreement, i.e. undertake work subsequent to the work completion deadline. Furthermore, grantees that fail to comply with the terms of the grant agreement are not authorized to use grant funds for the project(s).

In addition, failure to meet the project completion, drawdown request and/or the performance report submission deadlines may result in an automatic cancellation of any remaining grant funds.

Questions regarding the above referenced deadlines should be directed to Maddie Forrester at (614) 466-6980.

Sincerely,

Michael A. Hiler, Deputy Chief
Office of Community Development

cc:

Kimberly Alexander, OCD